

CHANGE REQUEST COVER SHEET

Change Request Number: 09-21

Date Received: 12/2/2008

Title: Real Property Disposition Report

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Policy OR Guidance: Guidance

Section/Text Location Affected: Real Estate Guidance, Section 5.9.3.2

Summary of Change: Update Real Property Disposition Report form

Reason for Change: Enable ALO to respond to OMB requirements.

Development, Review, and/or Concurrence: ALO

Target Audience: All Real Estate Contracting Officers

Potential Links within FAST for the Change: None

Briefing Planned: No

ASAG Responsibilities: Approve

Potential Links within FAST for the Change: None

Links for New/Modified Forms (or) Documents (LINK 1) [Attach the document to the link named 'Blank and Sample' at the top of the page. Rename the link Real Property Disposition Report](#)

Links for New/Modified Forms (or) Documents (LINK 2) [null](#)

Links for New/Modified Forms (or) Documents (LINK 3) [null](#)

SECTIONS EDITED:

Real Estate Guidance :

Section 5.9.3.2 : Real Property Disposition Report [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

SECTIONS EDITED:

Section 5.9.3.2 : Real Property Disposition Report

Old Content: Real Estate Guidance :

Section 5.9.3.2 : Real Property Disposition Report

- [Blank Form](#)
- [Sample Form](#)

PREPARATION NOTES: FAA FORM 4800-2, REAL PROPERTY DISPOSITION REPORT

This form replaces the two-part marksense FAA Form 4800-1. The form has been re-numbered to eliminate the duplication between the old form and the FAA Form

4800-1 built in to the LIS-USD software. This form has multiple uses:

- Reporting items as "available excess" ready for transfer and reutilization.
- Reporting transfers in order to effect changes to real property records.
- Reporting items demolished during facility upgrades and renovations.
- Reporting items removed from a facility and placed in storage.
- Reporting unserviceable or hazardous items and making recommendations regarding final disposition.

Features such as Condition Codes, Action Codes, Personal Property check boxes and Remarks sections have been incorporated for clarity. The form is prepared as follows:

1. Header Information (blocks 1 - 6): Self-explanatory. Please note however, that the Point of Contact (block 5) need not be the initiator - the preferred POC is the person most familiar with the property and the circumstances.

2. Property Description and Disposition Section:

- a. DELPHI Asset Number will be entered by the Regional Office.
- b. Item Name will be taken from REMS or the monthly Flat File
- c. Use the Condition Code that best describes the property.
- d. Acquisition Cost is the cost recorded in REMS.
- e. Action Codes: Choose the code that best describes the property.
- f. Demolition or disassembly of real property assets frequently yields component items (also known as related personal property) that are suitable for reutilization. Check the appropriate boxes.
- g. The Property Custodian Remarks section is used to further describe the affected property, add disposition recommendations or to otherwise expand the report.
- h. The Real Property Disposal Officer Remarks section is used to provide the initiator item-by-item disposition instructions.
- i. The Disposal Officer will provide the initiator a signed copy of the completed form for local property records and a copy will be placed with the property records maintained at the Regional Office.

New Content: Real Estate Guidance :

Section 5.9.3.2 : Real Property Disposition Report

[Real Property Disposition Report](#)

PREPARATION NOTES: FAA REAL PROPERTY DISPOSITION REPORT

INTRODUCTION

This form replaces the FAA Form 4800. This form is entitled “Real Property Disposition Report”, (RPDR), avoiding any reference to an FAA Order Number.

The purpose of this form is as follows:

- Reporting requirements as per Executive Order 13327, Real Property Asset Management and OMB compliance.
- Reporting items as ACTIVE, INACTIVE, EXCESS, and DISPOSED OF as status codes and as part of the above requirements.

MODIFICATIONS TO THE REPORT

Status Codes and Disposition Codes are new to this form. Condition Codes remain the

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same. Action Codes and the Personal Property check boxes have been eliminated. Remarks remains the same. The form is prepared as follows:

1. Header Information (blocks 1 - 6): Self-explanatory. Block 6 is now Cost Center Code/Doc Number. Please note, that the Point of Contact (block 5) need not be the initiator - the preferred POC is the person most familiar with the Property and the circumstances.

2. Property Description and Disposition Section:

- REMS ASSET NUMBER: available from REMS

- DELPHI NUMBER: available from REMS or Delphi

- ITEM NAME: available from REMS

- STATUS CODE: the Status of the Property as ACTIVE, INACTIVE, EXCESS or DISPOSED OF. Select ACTIVE if the Property is being reinstated or found on base.

- STATUS DATE: Date the Property changed Status between ACTIVE - INACTIVE - EXCESS - DISPOSED OF

- DISPOSITION METHOD: use the code that best describes the way the Property is going to be Disposed.

- CONDITION CODE: use the code that best describes the condition of the Property.

- ACQUISITION COST: the cost recorded in REMS.

- DISPOSITION VALUE: for owned Properties that are Disposed Of through Sale, enter the Sale Price. For the rest of the owned Properties, enter the Plant Replacement Value (from REMS). For Leased Properties, enter either the Annual Rental or the Annual Operations Cost (if the Annual Rental is \$0).

- TRFR ASSET TO LOC ID-FAC: The new ATID and Facility Contraction to where the Asset is being transferred.

3. Property Custodian Remarks: this section is used to further describe the affected Property or to add disposition recommendations.

4. Real Property Disposal Officer Remarks (RPDO): this section is used to provide the initiator item-by-item disposition instructions.

The RPDO will provide the initiator a signed copy of the completed form for local property records and a copy will be placed with the property records maintained at the Regional Office or LSA.

Red Line Content: Real Estate Guidance :

Section 5.9.3.2 : Real Property Disposition Report ~~Blank Form Sample Form~~

~~PREPARATION NOTES:~~ FAA ~~FORM 4800-2,~~ REAL PROPERTY
DISPOSITION- REPORT

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This INTRODUCTION

This form replaces ~~the two-part mark~~ ~~sense~~ FAA Form 4800-1. ~~The~~ **This** form ~~has been~~ **is** re-numbered **entitled** to **“Real Property Disposition Report”**, ~~between (RPDR), the old form and the~~ **avoiding any reference to an** FAA Form 4800-1 built in to the LIS-USD **Order** software **Number**.

The ~~This~~ **purpose of this** form has multiple uses **is as follows:**———

- Reporting ~~items~~ **requirements** as "available ~~per~~ **excess**" **Executive** ready **Order** for **13327, Real Property transfer Asset Management** and reutilization.——— **OMB compliance**.
- Reporting ~~transfers in~~ **items** ~~orders~~ **as** to **ACTIVE**, effect **INACTIVE**, changes **EXCESS**, to real property **and DISPOSED OF** records.——— **as** ~~status~~ Reporting items demolished during facility upgrades and renovations **codes and as part of the above requirements**.

——— **MODIFICATIONS** ~~TO~~ Reporting **THE** ~~items~~ **REPORT**

Status removed from a facility and placed in **Codes and Disposition Codes are new to** storage.——— **this -form**. Reporting unserviceable or hazardous items **Condition** and making **Codes remain** recommendations——— **the -same**. regarding final disposition. Features such as **Condition Action** Codes, **Action and Codes, the** Personal Property check boxes **and** **Remarks** sections have been **incorporated** **eliminated**. **for Remarks remains the** **clarity same**. The form is prepared as follows:-

1. Header Information (blocks 1 - 6): Self-explanatory. **Block 6 is now Cost Center Code/Doc Number**. Please note ~~however~~, that the Point of Contact (block 5) need not be the initiator - the preferred POC is the person most familiar with the **property Property** and the circumstances.

2. Property Description and Disposition Section:

- REMS ASSET NUMBER: available from REMS

- DELPHI a. NUMBER: DELPHI Asset Number will available from REMS or be Delphi

- entered ITEM by NAME: the Regional available from Office REMS

b. STATUS CODE: Item Name will be taken from the Status of the Property as REMS ACTIVE, INACTIVE, EXCESS or DISPOSED OF. Select ACTIVE if the monthly Flat Property is File e-being reinstated or found on base.

- STATUS DATE: Use Date the Condition Property Code that best describes the changed Status between ACTIVE - property INACTIVE - EXCESS – DISPOSED OF

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d. ~~DISPOSITION METHOD:~~ Acquisition Cost ~~use the is~~ code that best describes the cost recorded in way the Property REMS is going to be Disposed.

e. ~~Action Codes~~ CONDITION CODE: ~~Choose~~ use the code that best describes the property condition of the Property.—

- ACQUISITION COST: the cost recorded in REMS.

f. DISPOSITION VALUE: ~~Demolition for owned or~~ Properties that are Disposed Of through Sale, enter the Sale Price. ~~disassembly~~ For the rest of real ~~the owned property~~ Properties, assets frequently yields component items enter the Plant Replacement Value (also from known ~~REMS).~~ as related For Leased personal Properties, property) enter that are suitable for either the Annual Rental reutilization or the Annual Operations Cost (if the Annual Rental is \$0).—

- TRFR ASSET TO ~~Check~~ LOC ID-FAC: The new ATID and Facility Contraction to where the appropriate Asset ~~boxes~~ is being transferred.

g. ~~3. The~~ Property Custodian Remarks: this section is used to further describe the affected property, ~~add disposition recommendations~~ Property or to ~~otherwise expand~~ add the report disposition recommendations.—

h. ~~4. The~~ Real Property Disposal Officer Remarks (RPDO): this section is used to provide the initiator item-by-item disposition instructions. —

i. ~~The~~ Disposal Officer RPDO will provide the initiator a signed copy of the completed form for local property records and a copy will be placed with the property records maintained at the Regional Office or LSA.
